DEPARTMENT OF REVENUE

EARL RAY TOMBLIN
GOVERNOR

STATE BUDGET OFFICE
BUILDING 1, ROOM W310
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WEST VIRGINIA 25305

ROBERT S. KISS
CABINET SECRETARY

TO: All Spending Units

FROM: Robert S. Kiss, Cabinet Secretary
            Department of Revenue

SUBJECT: FY 2016 Appropriation Request

DATE: August 6, 2014

The Fiscal Year 2016 Appropriation Request Instructions provide direction for the preparation of the Governor's FY 2016 Executive Budget, which will be submitted to the Legislature during the Regular Legislative Session in January 2015.

The entry for the FY 2016 request for all funds in Budget Development must be submitted in the wvOASIS system for no more than the FY 2015 base budget (FY 2015 appropriation less any onetime appropriations).

Any requests for improvements or supplemental appropriations should be submitted only after careful review. Only in rare cases will these requests be considered. Additional state funding should not be requested to replace lost federal funding.

Again, we must be committed to fiscal discipline over the long term. Therefore, agencies must be diligent in controlling spending and maintaining programs that are sustainable and not rely on additional state funding for FY 2016.

The requests are due on or before September 2nd, 2014. <u>Extensions cannot be granted per W.Va. Code §11B-2-3</u>.

Each cabinet/bureau/constitutional office and other selected agencies will be contacted at a later date by my office to schedule a budget hearing.

Appropriation Request
FY 2016

<u>Table of Contents</u>

Appropriation Request Submission Instructions

On the following pages, the Appropriation Request Budget Forms and Reports are explained with examples. An Appropriation Request should include all funds of the department, including the funds that became appropriated for the first time in FY 2015, or by legislation that is to be appropriated for the first time in FY 2016. Budgets will be interfaced into wvOASIS Financial from budget development. In order for allotments and expenditure schedules to be transferred they must be established in budget development. This includes **all fund types** (General, Federal, Lottery, Special, and Nonappropriated).

As the forms are being prepared, each form should indicate the department and the unit name. Care should be taken to assure that the fund numbers are the same as those assigned by wvOASIS for FY 2016. To submit the request, agencies must run the Business Intelligence reports listed below and email a PDF copy to State.Budget.Office@wv.gov and to the Legislative Auditor at budget@wvlegislature.gov by September 2, 2014.

The following reports and forms must be submitted via email to the State Budget Office and Legislative Auditor:

Business Intelligence Reports
1. Division Evaluation Summary (AR1)
2. Appropriation Request by Department (AR17)
3. Federal Programs Agency Listing (AR3)
4. Improvement-Current Year Supplemental Request (AR4)
5. Request for Supplemental Appropriation (AR5)
6. Summary of Other Nonappropriated Accounts (AR6)
7. Listing of Capital Projects (AR8A) (AR8B)
8. Division of Programs (AR10)

In the email Subject line, use the following format: AR16, department #, department name; e.g., AR16 0220 Ethics Commission.

The following narrative information must be submitted separately via email to the State Budget Office:
9. Agency narrative
10. Alphabetical list of acronyms used anywhere in your submission

Contact Information

Websites:	wvoasis.gov (wvOASIS information and updates)	
	budget.wv.gov (instructions, reports and training materials)	

Help Desk for Budget Development System Support:	helpdesk@wvoasis.gov
	304-558-6708 (local)
	1-855-898-3744 (toll free)
	1-855-666-8823 (toll free)

Emails:	state.budget.office@wv.gov	West Virginia State Budget Office
	budget@wvlegislature.gov	West Virginia Legislative Auditor's Office
	enterprisereadiness@wvoasis.gov	wvOASIS/ERP Board (regarding implementation, deployment, and training for wOASIS).

Basic Assumptions

These instructions assume users are familiar with navigation, workflow, and terminology within the wvOASIS Budget Development system. Refer to the wvOASIS Budget Development Training Manual for technical information about the system and processes.

Below are basic assumptions for all funds followed by guidelines that have been incorporated into the Executive Budget:

- All requests for funding above current-level shall be requested using Form AR4. Specifically no increase in positions (FTEs) or personal services for any fund type may be requested at the current-level.

- The request must include, within the current-level, the following:

  - An additional $60 annual increment for each eligible employee and an increase to employee benefits to cover the additional cost of increment.

  - Employee Benefits and Annual Increment are to be paid from the same appropriation that the salary of the employee is paid.

  - A reserve for the PEIA transfer of 1% of annualized personal services expenditures from state funds (nonfederal) based on estimated filled full-time equivalent positions on April 1, 2016. (W.Va. Code §11B-2-15). **This must be budgeted as a current expense.**

General Revenue and Regular Lottery Funds
Special Revenue and Federal Funds
(including nonappropriated)

Current-Level for FY 2016 will be at no more than 100% of the FY 2015 budget, less any onetime appropriations.

Cabinet Secretaries have the option of adjusting expenditures among the General Revenue Funds and Regular Lottery Funds for funds/agencies/programs as necessary as long as the cabinet/bureau total for these fund types is no more than 100% of the FY 2015 base appropriation.

Special Revenue and Federal Fund requests should be within the FY 2015 current-level of spending authority. Do not increase the bottom line of any fund (increases to the bottom line or specifically to Personal Services or FTE must be submitted as an Improvement Above Current-level, form AR4).

The request shall not include premium increases for:
  - PEIA (object 2203),
  - BRIM (object 3219)
  - PERS (object 2207)
The State Budget Office will add these as additional funds, if deemed appropriate.

Employee Benefits Guidelines

(Employee Benefits are to be paid from the same account that the salary of the employee is paid.)

2200	**Public Employees' Health Insurance Administrative Fee**	$50.00 annually per employee
2201	**Division of Personnel Administrative Fee**	$45.00 per FTE position per quarter (filled and vacant)
		$45.00 per temporary FTE position per quarter (filled)
2202	**Social Security Matching**	7.65% of total personal services
2203	**Public Employees' Health Insurance**	0% increase from FY 2015 budget amount
2204	**Other Health Insurance**	Projected premium for FY 2016
2205	**Workers' Compensation**	Current rate multiplied by total personal services divided by 100 (Contact your payroll office or Workers' Compensation provider for rate)
2206	**Unemployment Compensation**	Actual evaluation of projected needs for FY 2016
2207	**Employees' Retirement System**	14% of total personal services for PERS
		15% of total personal services for Teachers' Defined Benefit Plan (old plan)
		7.5% of total personal services for Teachers' Defined Contribution Plan
		6% Higher Education (TIAA/CREF)
2208	**WV OPEB Contribution**	Projected FY 2016 amount is $164 per month ($1,968 per year) per employee participating in PEIA Health Insurance (must be budgeted as an employee benefit)
2209	**WV OPEB Remaining Contribution**	Do not budget anything for FY 2016

NOTE: <u>Do not</u> budget object code 3272 (PEIA Reserve Transfer) as an employee benefit. Budget object code 3272 as a current expense.

wvOASIS Budget Development System Rollover

For FY 2016 some forms were rolled over in the system from the FY 2015 submission. The following list provides the status of each form used during the Appropriation Request process.   If a form type was rolled over, search for an existing form to edit before adding a new form. If a form was rolled over and is no longer needed in FY 2016, you must delete the entire form.

- • AR1 – Form was rolled over and all information retained. Must update the fields and text boxes as necessary
- • AR2 – Form was deleted and will be created New.
- • AR3 – Form was zeroed out. Budget lines and description boxes were retained and only require updating. Must provide prior year actuals, current year budgeted, and estimated receipts on the Budget Lines tab.
- • AR4 – Form was zeroed out. Budget lines and description boxes were retained and only require updating. Must provide new improvement estimates.
- • AR5 – Form is new in wvOASIS Budget Development and will be created New.
- • AR8 – Form was zeroed out. Budget Lines and description boxes were retained and only require updating. Must provide estimated project cost for FY 2015-FY 2020.
- • AR10 – Form was zeroed out. Budget lines and description boxes were retained and only require updating. Must provide prior year actuals, current year budgeted, and estimated program costs on the Budget Lines tab.

Budget Development Forms

Agency Evaluation Summary
(Form AR1_AGENCY_SUMMARY)

The AR1 budget form describes each department in terms of its major purpose, major objectives, long-range goals, the population served, the major services it provides, and any other pertinent information. <u>Only one AR1 should be submitted for your entire department</u>. The AR1 was rolled over from the FY 2015 submission. Only modification of the existing form is required.

<u>Create/Edit Budget Request Tab</u>
Contact Name, Phone & Email - Review and update the name, title, telephone number, and email address of the individual to contact for additional information regarding the department request.

Statutory Reference – On the form header, identify the Chapter(s) and Article(s) of the Code of West Virginia that address the functions of each department.

<u>Department Description Tab</u>
Briefly describe each agency in terms of its major purpose, major objectives, long-range goals, the population served, the major services it provides, and any other pertinent information. Review and update as necessary.

<u>Current-Level Impact Statement Tab</u>
<u>This impact statement is a required tab on form AR1</u>.

Please describe fully what impact the <u>100% current-level funding</u> will have on your organization in FY 2016.

- • Include any legislative, federal, or court mandates that would not be complied with at this level of funding.
- • Detail any programs that would be eliminated, reduced or changed.
- • Information about any reduction in force that would be necessary to meet this level of funding.
- • Also include any other information, such as increased cost projections, decreased revenues, short and long-range goals, or other data that would be beneficial in determining a recommended level of funding for your department.

Be certain to detail <u>all</u> concerns in your agency's Current-Level Impact Statement and to clearly explain all improvement requests fully and completely on the improvement form.

Future Financial Issues Tab
Please describe fully what major issues ($1 million minimum) should be considered and reviewed for financial impacts for FY 2017 - FY 2020, as well as any financial (positive or negative), legislative, or court issues that need to be brought to the table for discussion and possible inclusion in the Governor's "Six Year Financial Plan." Detail all information by fiscal year and provide a brief description. **Any changes or new information should be kept up to date with revisions/updates to the State Budget Office as necessary by emailing your assigned budget analyst**.

Governor's Recommendation Tab
Do not edit or put anything on this tab. SBO use only.

Document Attachments Tab
Appropriation Names and Descriptions – Please provide a list of appropriations currently budgeted by your department and a brief description (2–3 sentences) of the purpose of the appropriation. wvOASIS appropriation codes are the WVFIMS activity code plus two zeros, (e.g., Personal Services 00100, Current Expenses 13000).

- ‣ Make sure you spell out any acronyms.
- ‣ Your submission should be attached using the "Document Attachments" tab on form AR1.

You do not have to include descriptions of the following appropriations for purely administrative functions. However, if specific programs/projects are funded within these appropriations, then provide a brief description.

- ‣ Personal Services (00100)
- ‣ Employee Benefits (01000)
- ‣ Unclassified (09900)
- ‣ BRIM Premium (91300)
- ‣ Current Expenses (13000)
- ‣ Repairs and Alterations (06400)
- ‣ Equipment (07000)
- ‣ Buildings (25800)
- ‣ Land (73000)
- ‣ Other Assets (69000)

Please proof your text entries for spelling, punctuation, and grammar. Submissions with multiple errors will be rejected.

Division Account Summary (Form AR2_AGENCY_REQ)

General Information – This form is a summary of <u>each FY 2016 unit</u> of the department including all funds utilized by the unit. After the Appropriation Requests are reviewed and the recommendations are determined, these forms will be completed with recommended amounts for inclusion in the Governor's Executive Budget. The AR2 is filled out at the detailed chart of accounts level (Budget Structure 90, level 3), including sub fund and sub object. If a department chooses not to budget at the detailed chart of accounts, then a default value of "0"can be used. Be aware that in the spring, units must be budgeted using the same breakdown on the AR13 (quarterly expenditure allotment) as was used on the AR2 in order to properly load into wvOASIS Financial.

For the FY 2016 Appropriation Request, the required appropriations to be used for each fund are listed below. We strongly encourage each department/agency to budget into each of these appropriations where an expense may be anticipated.

There are restrictions per Budget Bill language on the amount of funds a department/agency may move from appropriation to appropriation. If the appropriation does not exist, for example Buildings, that appropriation is not available without a supplemental appropriation approved by the Legislature when they are in session.

- ▸ Personal Services and Employee Benefits (00100)
- ▸ Current Expenses (13000)
- ▸ Repairs and Alterations (06400)
- ▸ Buildings (25800)
- ▸ Equipment (07000)
- ▸ Land (73000)
- ▸ Other Assets (69000)
- ▸ BRIM Premium (if applicable) (91300)
- ▸ **Unclassified (09900) — (For appropriated funds, no more than 1% of the total appropriations by fund may be requested, in compliance with W.Va. Code §5-1A-4. This appropriation may not include funding for Personal Services including Annual Increment, or Employee Benefits.) Nonappropriated funds remain appropriation 09900.**

Each appropriation that is more specific by program such as GAAP Project, Women's Commission, etc., must be broken down into object codes including number of FTEs.

NOTE: Budget Objects can be searched in the system or a FY 2015 listing is available at budget.wv.gov.

Create/Edit Budget Request Tab

Organization – Enter your Unit code (8 digits). You can budget at the default unit (department code repeated, e.g. 0703-0703). Units budgeted on AR2 must be budgeted at the same level on AR13 (expenditure quarterly allotments) in the spring.

Budget Lines Tab

FY 2014 Actual – This column will prepopulate with the actual expenditures for all funds at the object code level based on expenditures in WVFIMS.

FY 2015 Current Budgeted – This column will prepopulate with the budget for each fund/appropriation/object code as shown on the approved Expenditure Schedule(s). This is the total for each object code, not including funds available from reappropriation.

FY 2016 Preload – This column will prepopulate with the final expenditure schedule that interfaced into wvOASIS Financial.

Request – Enter the request for the unit for all funds and appropriations, including nonappropriated funds, at the current-level. At a minimum this column should be entered by object code. You can use the default value, "0", for sub fund and sub object if you do not want to budget at these levels.

For all objects, enter any changes from the FY 2016 Preload column. Any change that would cause Personal Services to be greater than FY 2015 for any fund type should be requested as an improvement using form AR4.

The Total request will be the FY 2016 Preload column plus the Request column.

The current-level request shall not include funds that you anticipate being available from reappropriation.

Comments Tab

This tab can be used to provide comments to reviewers within the department approval process (Stages 10-60).

Schedule of Federal Receipts
(Form AR3_AGENCY EST)

This information is requested in order to fulfill requirements of W.Va. Code §11B-2-23 to submit a consolidated report containing a detailed itemization of all federal funds received by state spending units during the preceding and current fiscal years, as well as those scheduled or anticipated to be received during the next ensuing fiscal year. Last year's report is available on the West Virginia State Budget Office web site.

General Information – If federal funds have been or are expected to be received directly from the federal government, a Schedule of Federal Funds must be completed for each grant. Only one (1) form is required for each program, even if the program provides funds for more than one unit. If using acronyms in your submission, please define them on the List of Acronyms tab. The forms were rolled over from FY 2015. The text fields will only require updating.

NOTE: ARRA REPORTING
When reporting federal funds received from the American Recovery and Reinvestment Act of 2009 (ARRA), each grant/award should be reported as a separate program with a unique program name that starts with "ARRA," (e.g., ARRA - Title I or ARRA - Independent Living). DO NOT combine with other federal funding received from regular federal funding sources.

Create/Edit Budget Request Tab
Contact Name, Phone & Email – Enter the name, title, telephone number, and email address of the individual to contact for additional information regarding this program.

Federal % – Enter the matching formula of this grant. If no State or local match is required, enter 100 (do not enter the % sign).

State % – Enter the matching formula of this grant. If no State match is required, enter 0 (do not enter the % sign).

Local % – Enter the matching formula of this grant. If no Local match is required, enter 0 (do not enter the % sign).

Grantor – Select the federal grantor from the "Grantor (required)" drop down list. If the federal grantor is a division or office within a federal department, select the department from the drop down list and type the division or office name in the "Grantor (optional)" field (e.g., "Grantor [optional]": U.S. Forest Service and Grantor [required]": U.S. Department of Agriculture).

Maintenance of Effort Required – Choose "Yes" or "No" from the drop down box. If "Yes," provide details of effort on Maintenance of Effort Description tab (tabs will appear after the header is completed and saved).

Are State Matching Funds Required – Choose "Yes" or "No" from the drop down box. (NOTE: If "Yes" is selected, then there should be a percentage indicated in the "State %" field or a justification added in the maintenance of effort required.)

Organization – Enter your Department code (4 digits).

Federal Program – Enter the Federal Program code or use the search link to select a federal program. Federal Programs were loaded into wvOASIS based on FY 2015 submissions. If you need additional program codes created for FY 2016 due to a new federal grant being received, please contact the wvOASIS help desk.

Budget Lines Tab
Federal Program – The Federal Program code will populate from the header.

FY 2014 Receipts – This column shall show by catalog number the actual federal receipts deposited directly into state federal funds for State FY 2014 (July 1, 2013 - June 30, 2014). (Should match Form AR12 "FY 2014 Actuals" column.)

FY 2015 Receipts – This column shall show by catalog number the total estimated federal receipts for State FY 2015 as reflected on the approved Leave Schedule. (Should match Form AR12 "FY 2015 Receipts" column.)

FY 2016 Receipts – This column shall show by catalog number the estimated federal receipts for State FY 2016. (Should match Form AR12 "Total Estimate" column.)

Justification Line Text – Put the Catalog of Federal Domestic Assistance (CFDA) number for the federal grant in this field.

Description Tab

Use this tab to briefly explain the purpose of the program and its goals. Please limit the description to approximately 50 words. The FY 2015 description will prepopulate. Review and update as required.

Maintenance of Effort Tab

Use this tab to provide details of maintenance of effort requirements.

List of Acronyms Tab

Please list any acronyms used in this form.

Request for Appropriation - Improvement above Current-Level (Form AR4_AGENCY_REQ)

General Information – This form is designed to accommodate all requests for funds to expand programming over and above that which will be provided at the FY 2016 current-level. All improvements or enhancements to a department's normal operation must be requested using this form. All requests should be as clear and detailed as possible to aid in making funding decisions. Requests without the basic information will not be considered.

Improvement packages will not be approved absent extraordinary circumstances. Requests for improvements above the FY 2016 current-level may be submitted, only if necessary or per code requirement, but must include how the anticipated benefits related to the improvement will be measured and how these benefits relate to the program's mission. If a unit believes that an increased level of funding is necessary for a program, that spending unit should first seek a corresponding reduction from within the department. To ensure that any improvement package does not cause an increase above FY 2016 current-level, you have multiple options that include, but are not limited to:

- ‣ Appropriations may be decreased or deleted (zero request).

- ‣ Programs may be decreased or deleted (zero request).

- ‣ To accomplish a reduction in the personal services appropriation, you may delete vacant positions or reduce them to the entry level associated with the title of the position. Filled positions or expenses may be shifted to non-General Revenue sources as long as the expenses are a legitimate charge to the non-General Revenue account as provided by statutory or other proper authority (no supplanting of federal funds, etc.).

Create/Edit Budget Request Tab

Priority – Assign a priority to each request within the unit with "1" being most important. All Improvement Levels advanced to the State Budget Office must be ranked according to the priority within the Department as determined by the Director and Cabinet Secretary/Bureau Commissioner or they will not be considered.

Organization – Enter the unit code for the request (8 digits).

Budget Lines Tab

Enter the chart of account elements associated with the improvement. If the improvement is for a capital project, please enter the project code used on form AR8 in the Capital Project column; if not related to a capital project, enter "0." All improvement requests should correspond to a narrative program on form AR10. Indicate any onetime and ongoing expenditures in their respective columns.

To request new positions, use the budget object "FTE" for the positions and budget objects 1200-2209 for associated salary and employee benefits. All increases above the current-level for personal services must be submitted on this form.

If an improvement request is for an entirely new program and a new program appropriation code is warranted, use the appropriation code "NEWAP," and a new appropriation code will be assigned if the improvement is recommended.

Justification Tab

Expenditure Summary – Please describe the improvement, including any statutory or judicial requirements associated with the improvement. Any improvement request resulting from a court order or statutory mandate shall be explained identifying the date and reference of the court order or statute.

Anticipated Cost Savings – Please describe the anticipated cost savings this improvement will have on your agency's budget if approved, if any.

Anticipated Benefits – Please justify in precise and explicit terms exactly why this improvement is necessary, what objective this improvement will accomplish, and the payback period, if applicable. If this improvement will become an ongoing program, explain the long-range objectives.

All improvement requests must include the anticipated benefits as they relate to the program's mission/performance measures and the effects to the program if this improvement is not funded. Improvements above Current-Level will not be considered without this information.

If the increased spending is for an appropriated Special Revenue or Federal Fund, make sure adequate revenue is available and reflected on Form AR12.

If the W.Va. Code requires a nonappropriated Special Revenue fund to be appropriated after the first year, the request for new appropriated spending authority should be requested on this form. Fill out the form to request the level of spending authority necessary so it can be included in the recommended budget bill submitted by the Governor. Provide the code citation requiring this action. A fund number for the newly appropriated fund can be can be obtained by contacting the wvOASIS help desk.

If this improvement is necessary for a match to receive additional federal funds, please indicate the dollar amount of additional federal funds anticipated.

If the improvement request is for information technology upgrades, the review and approval by the Chief Technology Officer must be indicated and the approval form attached before it will be considered.

Summary Tab

Do not edit or put anything in this tab. It is for SBO use only.

Request for Supplemental Appropriation
(Form AR5_AGENCY_REQ)

General Information – This form is only to be used when requesting a supplemental appropriation for FY 2015 (current fiscal year).

Create/Edit Budget Request Tab

Priority – Assign a priority to each request within the unit with "1" being most important. All Supplemental Requests advanced to the State Budget Office must be ranked according to the priority within the department as determined by the Director and Cabinet Secretary/Bureau Commissioner or they will not be considered.

Organization – Enter the unit code for the request (8 digits).

Budget Lines Tab

Enter the chart of account elements associated with the supplemental. If the supplemental is for a capital project, please enter the project code used on form AR8 in the Capital Project column, if not related to a capital project enter "0". All supplemental requests should correspond to a narrative program on form AR10. Indicate any onetime and on-going expenditures in their respective columns.

To request new positions, use the budget object "FTE" for the positions and budget objects 1200-2209 for associated salary and employee benefits. All increases above the current-level for personal services must be submitted on this form.

If a supplemental request is for an entirely new program and a new program appropriation code is warranted, use the appropriation code "NEWAP," and a new appropriation code will be assigned if the supplemental is recommended.

Justification Tab

Expenditure Summary – Please describe the supplemental, including any statutory or judicial requirements associated with the supplemental. Any supplemental request resulting from a court order or statutory mandate shall be explained identifying the date and reference of the court order or statute.

Anticipated Cost Savings – Please describe the anticipated cost savings this supplemental will have on your agency's budget if approved, if any.

Anticipated Benefits – Please justify in precise and explicit terms exactly why this supplemental is necessary, what objective this supplemental will accomplish, and the payback period, if applicable. If this supplemental will become an ongoing program, explain the long-range objectives.

All supplemental requests must include the anticipated benefits as they relate to the program's mission/performance measures and the effects to the program if this supplemental is not funded. Supplementals above Current-Level will not be considered without this information.

If this supplemental is necessary for a match to receive additional federal funds, please indicate the dollar amount of additional federal funds anticipated.

If the supplemental request is for information technology upgrades, the review and approval by the Chief Technology Officer must be indicated and the approval form attached before it will be considered.

Summary Tab

Do not edit or put anything in this tab. It is for SBO use only.

Capital Expenditure Project Instructions
(Form AR8_AGENCY_REQ)

General Information – A capital expenditure project is defined as any major construction, land acquisition, or renovation that adds value to a government's physical assets or significantly increases the useful life. A separate form must be

completed for each project with a total cost of $100,000 or more. A project may include several categories with a combined total cost of $100,000 or more (e.g., $90,000 construction, $15,000 land acquisition).

In addition, a separate form must be submitted for each major equipment project of $50,000 or more that is not included in any other project. A major equipment project is the purchase of a single item (e.g., a bulldozer) or like items (e.g., fleet of vehicles, computer equipment). Forms from FY 2015 were rolled over in the system. Review and update as required.

Create/Edit Budget Request Tab

Name – Enter the name of the project.

Priority – Assign a priority to each project within the department with "1" being most important. All projects must be ranked according to the priority within the department as determined by the Director and Cabinet Secretary/Bureau Commissioner.

Annual Interest Rate – If financed, enter the annual interest rate.

Total Project Cost – Total of all expenditures.

Name and Email – Please provide the name and email address of the person best suited to respond to questions regarding the project listed.

Phone – Please provide the phone number of the person best suited to respond to questions regarding the project listed.

Financed or leased? – Choose "Yes" or "No" from the drop down menu provided. If "Yes," state the annual interest rate in appropriate box above.

Projected Start/End Year and Month – Indicate dates of project using calendar months and years.

Organization – Enter your Department code (4 digits).

Capital Project – Enter the Capital Project code or use the search link to select a capital project. Capital Projects were loaded into wvOASIS based on FY 2015 submissions. If you need additional project codes created for FY 2016 due to a new anticipated project, please contact the wvOASIS help desk.

Budget Lines Tab

Add a new line for each summary budget object needed to describe the anticipated expenditures for the capital project by fund.

Renovation and Repair – Restoration projects to the government's physical assets.

New Construction – Expenditures should reflect the cost for the construction of roads, bridges, new buildings or facilities (including landscaping), or for the expansion or extension of existing facilities (include architectural fees, surveying fees, etc.).

Building/Land Acquisition – Expenditures should reflect the estimated cost of building purchase, acquiring right-of-way, and preparing the site for construction, including demolition.

Equipment – List any of the following:

- Purchase of a single item of equipment with a total cost of $50,000 or more (e.g., a bulldozer)
- Purchase of like items of equipment with a total cost of $50,000 or more (e.g., five [5] automobiles)
- Equipment of any value that, when combined with other categories such as Renovation and Repair, puts the total cost of the project at $100,000 or more (e.g., $60,000 Renovation and Repair and $40,000 Equipment)

Cost of Financing (equipment and nonequipment) – Includes, but is not limited to, bond counsel, trustee counsel, underwriter counsel, credit enhancements, taxes, accountant fees, financial advisor fees, rating agency fees, debt service reserve, and interest. Do not include payment of principal.

Debt Service – The cost of paying principal and interest on borrowed money according to a predetermined payment schedule. Enter the actual amount of debt service payments to be made during each fiscal year.

FY 2015 – Include funds that are on the approved expenditure schedule for your agency at the time of submission of this form plus any requested supplemental appropriations. If you are requesting a supplemental appropriation (form AR5), please provide details (including the dollar amount) in the Describe funding sources section on the Justification tab.

FY 2016 – Include funding that is already provided in your FY 2016 Current-Level Request or any funds being requested in a FY 2016 improvement package (Form AR4). If you are requesting an improvement to provide funding for this project, you must indicate the capital project on the AR4 Budget Lines. **If an AR4 is for a capital project and does not have a corresponding AR8, it will not be considered.**

FY 2017 – Enter the total amount of funding that will be required during FY 2017, regardless of whether the funds will come from current-level or improvements.

FY 2018 – Enter the total amount of funding that will be required during FY 2018, regardless of whether the funds will come from current-level or improvements.

FY 2019 – Enter the total amount of funding that will be required during FY 2019, regardless of whether the funds will come from current-level or improvements.

FY 2020 – Enter the total amount of funding that will be required during FY 2020, regardless of whether the funds will come from current-level or improvements.

Impact on Operating Budget Tab

Impact on Operating Budget - Provide for each fiscal year any impact on the operating budget. Indicate any anticipated increase or decrease in operating costs resulting from this project for the fiscal years indicated. (Increases are to be shown as positive (+) numbers; decreases are to be shown as negative (-) numbers.) There must be an estimated impact included. **If no impact is anticipated, it must be indicated by entering zeros.** Costs listed should reflect estimated expenditures and/or savings for the first full year of operation. For example, construction of a water main would not increase operating costs, but may produce some savings. Construction of a new maintenance facility may increase operating costs for utilities and supplies. Future year costs should be addressed in the project description narrative. Current year estimates for operating costs are to be based on FY 2015 dollars, and any future costs described in the narrative should not be adjusted for inflation.

The PM Object column should use the following summary budget objects:

- **FTE_PM** – Any estimated change in positions that will be necessary due to this capital project.
- **Utilities_PM** – Any estimated change in utility expenses due to this capital project.
- **Maintenance_PM** – Any estimated change in maintenance expenses due to this capital project.
- **Other_PM** – Any estimated change in other expenses due to this capital project (describe in Justification Line text).

Justification Tab

Method of financing/leasing – Describe the terms of the finance options or lease contract.

Describe funding sources – Provide detailed information regarding the source(s) of funding for this project. Describe any special revenue funds, federal grants, requests for supplemental appropriations or improvements, or any proposed bonds, debt service, or other methods of financing options that are being considered.

Description and justification of project – Give a concise narrative explanation of the project and what is to be accomplished. The description should include the location of the improvement, its size or dimensions, and the type of construction proposed (if any). If the exact location of the project has not been determined, please indicate the proposed site(s). If the project is an equipment purchase, describe the nature of the purchase and its related benefits. Also, indicate the need for the proposed project and the reasons for selecting the proposed time period. Please cite any compliance issues (ADA, OSHA, etc.) or legal mandates that necessitate this project.

It is encouraged to identify the anticipated nonfinancial impact of significant nonroutine capital expenditures, (e.g., cleaner environment, improved response time by public safety employees, smaller class sizes in schools).

If requesting an improvement package or supplemental appropriation to fund this project, or if the proposed funding is otherwise uncertain, describe the effect on the project if a portion of the funding were not provided. For example, if 50% of the funds for a project are from your current-level request and 50% are being requested as an improvement, what will be the status of the project if the improvement is not granted? Will the other funding still be used to execute a portion of the project? Will the project be downscaled to match the available funds? Will the project be canceled completely? If so, where will the current-level funds be used?

Impact on operating budget – Describe the nature of the increases/decreases shown indicated on the Impact on Operating Budget tab. For example, why are additional personnel needed? What classifications of personnel are needed? Why will this project cause utility costs to decrease/increase? Why will this project cause maintenance costs to decrease/increase?

Cost and/or savings must be quantified on the Impact on Operating Budget tab.

Program Summary
(Form AR10_AGENCY_REQ)

Complete the Program Summary form using the following criteria:

- **Program** – A group of related activities performed by one or more units for the purpose of accomplishing a function for which the government is responsible. <u>Each program has an identifiable service or output and objectives to effectively provide the service</u>.

- Please define a **program** at the **lowest** reasonable level that fully describes the intended program activities and functions. **<u>The program section of the budget narrative in the Governor's Executive Budget Documents will be populated using the program data from the AR10 form</u>**.

This form is to be used to provide financial details about one program. List each program on a separate form. Forms from FY 2015 were rolled over in the system. Review and update as required.

<u>Create/Edit Budget Request Tab</u>
WV Code Chapter and Article – Enter the code citation if program is state mandated.

Improvement Priority – Enter the priority number of any improvement request (AR4) associated with this program. Must match narrative program entered on AR4 budget lines.

Federally/ State Mandated – Select "Yes" or "No" from the drop down to indicate whether the program is mandated by the federal and/or state government, and provide the code citation above if State-mandated.

Organization – Enter your Department code (4 digits).

Narrative Program – Enter the Narrative Program code or use the search link to select a narrative program. Narrative Programs were loaded into wvOASIS based on FY 2015 submissions. If you need additional program codes created for FY 2016, please contact the wvOASIS help desk.

Budget Lines Tab

Expenditure Summary – Program Expenditures (includes total dollars for delivery and administration/support of the program, unless the administration/support is a separate program).

- ► Listed by major category of expenditures (Budget Objects: FTEs, Total Personal Services (includes Annual Increment), Employee Benefits, Other).

- ► Listed by fund, appropriation, and fiscal year.

  - FY 2014 Actuals – These columns detail actual spending of **all funds** (General, Appropriated Federal, Special [including State Road], and Lottery, and Other Federal and Special) by appropriation for this program.

  - FY 2015 Budgeted – The amount budgeted as shown on the approved expenditure schedule at the time of preparation of this request for this program. Include reappropriated funds by budget objects and use the "Less Reappropriated" budget object to specify the amount of prior year funds available (enter as a negative number). Do not include supplemental requests.

  - FY 2016 Current-Level Request – The amount requested for this program. Do not include anticipated reappropriated funds or improvement requests.

All programs should add up by fund and appropriation to match the AR2 for Actuals, Budgeted and Current-Level Request.

Narrative Program Description Tab

Narrative Program Description – Provide a brief description of the program (1–2 sentences). This will be the program description that appears in the budget narrative and should be free of misspellings and grammatical errors. Last year's descriptions will prepopulate in the field. Review and update as required.

Revenue Funds Estimate
(Form AR12_AGENCY_EST)

General Information – This form is a summary of the anticipated quarterly revenue, by revenue source, for each fund and unit that collects revenue (federal, special, and lottery). Revenue is budgeted by individual source. All anticipated sources should be budget for processing in wvOASIS Financial.

Create/Edit Budget Request Tab

Organization – Enter your Unit code (8 digits).

Budget Lines Tab

Provide the revenue estimate for each fund and source anticipated for the unit, broken into quarters. The FY 2014 Actuals and FY 2015 Budgeted will prepopulate based on the actuals and the revenue estimate on the current approved FY 2015 expenditure schedules.

The revenue estimates for each federal fund should match the total reported on the AR3.

Business Intelligence Reports

Business Intelligence is the reporting tool used in wvOASIS Budget Development. The following list of reports has been developed for use during the Appropriation Request process. Reports can be run for a single organization or multiple organizations depending on the user's security profile. Some reports also have options for organization level and can be run at the unit (5) or department (4) level.

NOTE: Access Business Intelligence Reports through the Business Intelligence Portal on your myAPPs homepage. The link within Budget Development is no longer in use.

Division Evaluation Summary
(Report WV-AB-AR1)

General Information – The Appropriation Request Division Evaluation Summary report mainly depicts the summarized evaluation for the AR1 form. The information in this report can be viewed at the department level. This report displays information related to the values of the various budget request text fields on form AR1. The report has a single optional prompt for the department code. The report is grouped by the cabinet and the department code. The recommendation box will be filled in later by the State Budget Office.

Prompts – The report prompts for the department code (4 digits) and can be run for multiple departments if the user has access to multiple departments.

Account Summary
(Report WV-AB-AR2)

General Information – The Appropriation Request Account Summary provides a detailed overview of the requested and recommended amounts for the Appropriation Request. The report provides the prior year, current year budgeted, requested, and recommended amount. The report is grouped by cabinet, department, unit, primary fund, and appropriation. A primary fund is generally a department's General Revenue or Appropriated Special fund that other funds are joined with on an expenditure schedule.

Prompts – The report prompts for the organization level where the user can select the organization external level based on what level the report has to be executed (cabinet, department, unit). If running at level 4, department, the organization code is 4 digits. If running at level 5, unit level, the organization code is 8 digits.

Federal Program Agency Listing
(Report WV-AB-AR3)

General Information – The Federal Program Agency Listing report mainly depicts the summarized schedule of the federal receipts for prior fiscal year (actual), current fiscal year (estimated) and upcoming fiscal year (estimated). This report displays the information from the AR3 form. The report is grouped by the cabinet, department, and federal program. The report has a single optional prompt on the department code. The summarized receipt amounts are displayed by federal program.

Prompts – The report has a single prompt on the department code (4 digits). The report can be run for multiple departments if the user has access to multiple departments.

Improvement & Current Year Supplemental Request (Report WV-AB-AR4/WV-AB-AR5)

General Information – The Improvement/Supplemental Request report shows the On Going and One Time requested amount for the Improvement or Supplemental Request depending on the selected budget form. The report is grouped by organization (cabinet, department, unit) and is sorted by the priority within a department.

Prompts – The report prompts for the organization level where the user can select the organization external level based on what level the report has to be executed (cabinet, department, unit). If running at level 4, department, the organization code is 4 digits. If running at level 5, unit level, the organization code is 8 digits. Select the Budget Layout Code the report should run, AR4 or AR5.

Summary of Other Nonappropriated Accounts (Report WV-AB-AR6)

General Information –There is no longer a form AR6 for data input. The information will be captured by a Business Intelligence report using data for the Other Nonappropriated funds input on the AR2 form and shown in the "Other" column of the Division Account Summary, Report AR2. The Summary of Other Nonappropriated Accounts report shows the fund number, fund name, and expenditure category (Personal Services, Employee Benefits, Other) for a department. The report is grouped by cabinet and department and is sorted in primary fund order within a department. A primary fund is generally a department's General Revenue or Appropriated Special fund that other funds are joined with on an expenditure schedule.

Prompts – The report prompts for the department code (4 digits) and can be run for multiple departments if the user has access to multiple departments.

Summary of Receipts and Disbursements (Report WV-AB-AR7)

General Information – There is no longer a form AR7 for data input. The information will be captured by a Business Intelligence report using data for the non-General revenue funds included on the AR2 and AR12 forms. Report AR7 will be used to consolidate receipts and disbursements for all non-General revenue accounts over a three year period.

Beginning cash balance, prior and current year receipts, and prior and current year disbursements will be preloaded into wvOASIS from WVFIMS from actuals and the approved expenditure schedules.

- Requested Receipts for FY 2016 will match estimated receipts for each fund as entered on form AR12.

- Requested Disbursements for FY 2016 will be as reflected on your Appropriation Request at the Current-Level, form AR2.

- Estimated Cash and Investment Balance at the close of FY 2016 will be calculated based on prior figures. **(This number cannot be negative.)**

Prompts – The report prompts for the department code (4 digits) or cabinet code and can be run for multiple departments if the user has access to multiple departments.

Listing of Capital Projects
(Report WV-AB-AR8A)

General Information – The Listing of Capital Projects report displays the details of the capital projects for FY 2015 and FY 2016. The report displays the details pertaining to the project schedule, the overall costs, priority, the budgeted and total of recommended amount for each project. The report is grouped by the cabinet, department, and capital project.

Prompts – The report prompts for the department code (4 digits) and can be run for multiple departments if the user has access to multiple departments.

Listing of Capital Projects
(Report WV-AB-AR8B)

General Information – The Listing of Capital Projects report displays the details of the capital projects for FY 2017-2020. The report displays the details pertaining to the annual costs and funding source for each project. The report is grouped by the cabinet, department, and capital project.

Prompts – The report prompts for the department code (4 digits) and can be run for multiple departments if the user has access to multiple departments.

Division of Programs
(Report WV-AB-AR10)

General Information – The Division of Programs report displays the details of the various narrative programs. The report displays the details pertaining to the expenditure summary against each of the fund classes for actual, budgeted, and requested fiscal years. The report depicts the overall program costs and also provides the percentage breakdown of the revenue sources from various fund classes. There are two tabs to the report, one that groups using expenditures categories and one that groups by appropriation. The report is grouped by the cabinet code, department code, and narrative program.

Prompts – The report prompts for the department code (4 digits) and can be run for multiple departments if the user has access to multiple departments.

Comparison of AR3 and AR12
(Report WV-AB-AR3_AR12)

General Information – The Comparison of AR3 and AR12 reconcile the actual, budgeted, and estimated receipts from the AR3 Federal Program form and the AR12 Revenue Estimate form by fund. The Difference column should all be "0" for actual, budget, and estimated receipts. Any differences must be corrected prior to submission to the State Budget Office.

Prompts – The report prompts for the department code (4 digits) and can be run for multiple department if the user has access to multiple departments.

Comparison of AR2 and AR10
(Report WV-AB-AR2_AR10)

General Information – The Comparison of AR2 and AR10 reconcile the actual, budgeted, and estimated disbursements and FTEs from the AR10 Narrative Program form and the AR2 Agency Request form by fund class. The Difference column should all be "0" for actual, budget, and estimated disbursements and FTEs. Any differences must be corrected prior to submission to the State Budget Office.

Prompts – The report prompts for the department code (4 digits) and can be run for multiple department if the user has access to multiple departments.

Narrative Instructions

Purpose
The purpose of the budget narratives is to provide brief but accurate descriptions of state government agencies, showing each agency's mission and demonstrating (through operations, goals, objectives, and performance measures) how that mission is to be accomplished and how well it is being accomplished.

Organization of Narratives
The narratives organize state agencies into these levels:

- The highest level is the *Constitutional Officer* and the *Departments/Bureaus* (cabinet level in wvOASIS) as established by state law.
- The next level down is *Division* (also referred to in this narrative section as an agency or organization).
- Although the lowest level is a *Program,* that information will not be submitted as part of the normal budget narrative. (See the listing for **Programs** in the last paragraph of the "Narrative Instructions" section.)

Please review the section levels on the "Checklist of Requested Information" page to determine what information should be submitted for each agency.

Address of Main Web Page
If you provided one last year, then your agency's link to the website home URL (address) is embedded within the narrative provided by the State Budget Office. If that URL link is still correct, no changes are necessary. If you need to update or add the URL, then type the new URL below the agency name (below where last year's URL is embedded), and it will be changed. If an agency has no web page or chooses not to have a link, then no action is needed (if there was no link last year).

Preparation
- **Always begin with the narrative file as emailed to your agency** – it contains the final version of the changes made last year, including those made during our proofing process. If your agency is unable to read the file, call 304-558-5890 and request another.
- Changes to an organizational chart (if applicable) may be written directly on the printed copy.

Narrative Formatting Guidelines
- Do not add any visual graphics (such as bullet points or check marks) to the narrative (unless indicating a new operation, objective, or text performance measure).
- Use a single space (not two) between sentences.
- Do not use manual page breaks ("Control" + "Enter"). Let your narrative flow across pages.
- **Each acronym in the narrative must be spelled out in the text (the first time it is used) and included in a separate alphabetical list submitted with the narrative.**
- Use tabbed columns for the multicolumn, statistical performance measures. (The columns are not required to line up.)
- Use a single tab between each column. **(Do not use multiple tabs or spaces to align.)**
- If a multicolumn performance measure uses statistics with decimal points, use the same number of decimal places across that row.

Submitting the Narrative
Email a word processing file on or before September 2, 2014, AND submit one printed copy of your budget narrative, acronym list, and org chart (if applicable). The narratives will be formatted, edited, and returned to the agencies for proofing before the *FY 2015 Executive Budget* is produced.

If you have any questions regarding the narrative, please call 304-558-5890 or send an e-mail to State.Budget.Office@wv.gov.

Checklist of Requested Information

CONSTITUTIONAL OFFICE, DEPARTMENT and BUREAU (cabinet level in wvOASIS) narratives shall include the following:

<u>With Divisions</u>   <u>Without Separate Divisions</u>

☐   Alphabetical Acronym List   ☐   Alphabetical Acronym List

☐   Website Home URL   ☐   Website Home URL

☐   Organizational Chart   ☐   Organizational Chart

☐   Mission Statement   ☐   Mission Statement

☐   Goals/Objectives   ☐   Operations

                                          ☐   Goals/Objectives/Performance Measures

DIVISION narratives shall include the following:

☐   Alphabetical Acronym List

☐   Website Home URL (if applicable)

☐   Mission Statement

☐   Operations

☐   Goals/Objectives/Performance Measures

Any pertinent information from wvOASIS will be added by the State Budget Office.

Narrative Instructions for
Constitutional Offices/Departments/Bureaus

The *Executive Budget* **ORGANIZATIONAL CHARTS** are programmatic charts, not staff charts. They range from the simple to the complex and may delineate relationships between agencies and/or other groups such as commissions or boards. Changes should be made directly to a printed copy, then emailed, faxed or mailed to the State Budget Office.

MISSION STATEMENT
The mission statement should explain why your entity exists—its purpose—and may state what it foresees for the future. It should respond to the following questions:
  * What unique product or service do you provide?
  * Who is your intended primary client or target group?
  * Why is your product or service of benefit?

> **Example of a Mission Statement:**
>
> *The Department of Military Affairs and Public Safety's mission is to help provide for the public safety of the people of West Virginia through a highly motivated and professional workforce.*

OPERATIONS (include only if there are no separate divisions)
(For explanation and examples, see *Operations* under "Narrative Instructions for Divisions.")

GOALS/OBJECTIVES
For departments and bureaus (cabinet level in wvOASIS), the goals and objectives should relate back to those of the Governor's Office.
  * **Goals** are established by the entity. They are general, issue-oriented statements that declare what a constitutional office/department/bureau underlines to accomplish to fulfill its mission.
  * **Objectives** for a constitutional office/department/bureau are statements of specific activities related to achieving the goals.

When there are separate divisions for constitutional offices/departments/bureaus, the highest level entity's objectives tend to be more general, not needing to be so quantifiable or measurable or have time frames. In those cases, the divisions have the objectives with the required specifics of being measurable and having time frames.

When there are no separate divisions for a constitutional office/department/bureau, then that entity must have measurable objectives with time frames. (For detailed explanation and examples, see *GOALS/OBJECTIVES/ PERFORMANCE MEASURES* under "Narrative Instructions for Divisions.")

> **Example of a departmental *Goal* with nonspecific *Objectives*:**
>
> ***Provide appropriate service delivery statewide in a manner that is professional, accountable, and efficient.***
> ■ *Encourage employees to pursue continuing education and training programs within and outside of state government to improve workforce effectiveness and efficiency.*
> ■ *Utilize internal and external program reviews to improve outcomes and recognize best practices in an effort to maximize limited resources.*

PERFORMANCE MEASURES (if there are no separate divisions)
(For explanation and examples, see *GOALS/OBJECTIVES/PERFORMANCE MEASURES* under "Narrative Instructions for Divisions.")

Narrative Instructions for Divisions

MISSION STATEMENT - The mission statement should explain why your division exists and what it foresees for the future. It should respond to the following questions:

- What unique product or service do you provide?
- Who is your intended primary client or target group?
- Why is your product or service of benefit?

Example of a Mission Statement:

The School Building Authority (SBA) provides state funds and facilities in the contruction and maintenance of safe public school facilities so as to meet the educational needs of the people of West Virginia in an efficient and economical manner.

OPERATIONS – The Operations section details the activities and/or functions of the division that are relatively <u>unique</u> to the division. (Do not list items such as payroll, purchasing, inventory, administrative support, personnel issues, prepare reports, etc., since most divisions do these things).

Example of Operations:

Museums
Documents, identifies, collects, and preserves artifacts that pertain to the history of West Virginia.
Provides management as well as educational workshops and programming at all sites operated by the division.
Assists museums and organizations throughout the state, providing professional guidance.
Manages the exhibition program (including traveling exhibits and related special programming).

GOALS/OBJECTIVES/PERFORMANCE MEASURES -
GOALS are established by the division. They are general, issue-oriented statements that declare what a division <u>intends to accomplish</u> to fulfill its mission.

OBJECTIVES are detailed, quantifiable, time-specific statements of activities related to achieving the goals. They are <u>targets</u> for specific division or program actions.

Consider presenting a variety of short-term, medium-term, and long-term objectives.

Agencies usually have more objectives than are measured. The overall selection of goals and objectives should accurately reflect the activities of the division.

Example of Goal with Objectives:
Improve customer service, member communications, and operations.
  Maintain a minimum of 99.0% financial accuracy of claims paid (in dollars) each year.
  Maintain a minimum of 98.0% correctly paid claims each year.
  Maintain a claim processing turnaround of 12 working days for 92.0% of the claims.

PERFORMANCE MEASURES - *Performance measures* are a tool used by all levels of management, as well as the public, to determine whether a program is accomplishing its mission efficiently and effectively.

Performance measures should be efficiency or effectiveness type (workload measures are the third type).

- EFFICIENCY⋆ - Reflects the relationship between work performed and the resources required to perform them

- EFFECTIVENESS⁺ - Depicts the degree to which performance objectives are achieved or reflects the quality of performance

Examples of Efficiency or Effectiveness Measures:						
Fiscal Year	*Actual 2012*	*Actual 2013*	*Estimated 2014*	*Actual 2014*	*Estimated 2015*	*Estimated 2016*
Jobs retained or created each year⁺	#	#	#	#	#	#
Grant payments processed within three days of receipt⁺	%	%	%	%	%	%
Facilities inspected for compliance⁺ at least once per year	%	%	%	%	%	%
Inspections conducted per man hour⋆	#	#	#	#	#	#

Performance measures should NOT be workload measures.

WORKLOAD measures indicate the amount of work performed or services received.

- <u>They describe the necessary work done daily to deliver the program</u>.
- They reflect more of the <u>quantity</u> of work performed rather than the extent of achievement of the program's objectives.
- They are not likely to be viewed by the public as a benefit.

Many examples of workload measures include simply counting things (e.g., registrations, licenses, phone calls, letters sent, complaints processed, hearings held, vehicles weighed, tests conducted, persons trained).

As an example, if a performance measure lists only how many people were trained, it's a workload measure because there is no correlation to anything meaningful (it does not inform the reader whether or not more people should have been trained or how successful the effort was).

However, if a division's objectives include specific training for a specific quantity of people during a specific time period, then measuring the percentage of those trained would show some measure of effectiveness (rather than workload). (Such an objective should be directly related to the division's mission.) An <u>even better measure</u> would be 1) if the training resulted in fewer errors being made or 2) if the same amount of work was being done in less time.

Examples of Workload Measures (try to improve these workload measures to efficiency or effectiveness type):						
Fiscal Year	*Actual 2012*	*Actual 2013*	*Estimated 2014*	*Actual 2014*	*Estimated 2015*	*Estimated 2016*
Safety inspections conducted	#	#	#	#	#	#
Press releases issued	#	#	#	#	#	#
Training courses held	#	#	#	#	#	#
Employment interviews held	#	#	#	#	#	#
Loan applications processed	#	#	#	#	#	#

There are four steps to meaningful measures:

> **Step 1:**   Define the mission.
>
> **Step 2:**   Determine the goals and/or specific objectives in ordr to achieve the mission.
>
> **Step 3:**   Identify performance results of the specific objectives. (Performance results can be classified into three types: effectiveness, efficiency, and workload.)
>
> **Step 4:**   Develop performance measures.

- Performance measures should be directly linked to a division's objectives.
- Choose measures that can be used for planning, to quantify the performance of the division, as well as to monitor and evaluate the degree of success in achieving results developed in Step 3.
- Performance measures should be based on current-level funding.
- Performance measures should be reported in State fiscal years. (Sometimes there are solid reasons why a measure should be in calendar year, federal fiscal year, or program year.)

Most divisions should have three to five good *performance measures*. Large divisions or those with numerous programs may have more).

Although divisions are not obligated to use the same performance measures as the previous year, since goals and objectives (and performance measures) often change and improve, divisions should consider including long-term objectives.

The focus for the performance measures is to show:
- The trend of your division's actual performance for the three most recent fiscal years (FY 2012 through FY 2014)
- The FY 2014 estimate of your division's performance (identical to what was in last year's final narrative for the FY 2014 estimate–if the measure is the same)
- The performance level objectives the division is trying to achieve in FY 2015 and FY 2016 (based on current-level funding).

FY 2015 Estimates are NOT required to match what was in last year's narrative. They are targets and are subject to change.

The placement of a performance measure is immediately after its corresponding objective. (The section is titled "Goals/Objectives/Performance Measures.")

Examples of Performance Measures (with the corresponding Goals/Objectives and unmeasured Objectives):
(Statistics are only for the purpose of demonstration.)

Increase resident and staff safety by reducing the number of incident reports in Juvenile Services' facilities, as well as with safety meetings and inspections and adequate healthcare provision.

Fiscal Year	Actual 2012	Actual 2013	Estimated 2014	Actual 2014	Estimated 2015	Estimated 2016
Reported incidents of resident-on-resident violence	3.6%	4.1%	3.8%	4.0%	3.9%	3.8%

Reduce the number of physical and/or mechnical restraints used on resients to 4.9% of applied behavior management technicques by the end of FY 2014 by applying a more efficient and standardized program of dealing with juveniles who display out-of-control behavior.

Increase the number of reports of monthly safety meetings turned in for each facility (residential and nonresidential) to 100% by the end of FY 2016 in order to help the division improve its safety record for staff, residents, and visitors.

Fiscal Year	Actual 2012	Actual 2013	Estimated 2014	Actual 2014	Estimated 2015	Estimated 2016
Facility safety meeting reports turned in	95.4%	81.1%	100.0%	86.3%	95.0%	100.0%

Improve the safety of the motoring public through public awareness initiatives and driver rehabilitation.
Decrease the alcohol-related fatality rate per hundred million vehicle miles traveled (HMVMT) to 0.40 by the end of CY 2018.

Calendar Year	Actual 2012	Estimated 2013	Actual 2013	Estimated 2014	Estimated 2015	Estimated 2016
Alcohol-related fatality rate per HMVMT	0.47	0.45	0.46	0.44	0.43	0.42

Meet federal benchmarks to receive maximum federal incentive funding.
Maintain an efficiency rate above the 75% federal standard for the collection and distribution of child support.

Federal Fiscal Year	Actual 2012	Estimated 2013	Actual 2013	Estimated 2014	Estimated 2015	Estimated 2016
Collections/distribution efficiency rate	98%	98%	98%	98%	98%	98%

PROGRAMS - *Programs* are no longer being done as part of the submitted narrative. The pertinent information should be entered in wvOASIS as part of the Appropriation Request on the AR10 form. The State Budget Office will extract the program information from wvOASIS and incorporate it into the final narrative.

Glossary

This section identifies and defines certain key concepts and terms commonly used in the West Virginia Appropriation Request Process:

AGENCY: See the definition of "Division."

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA): Federal funding bill passed February 2009 as an economic stimulus package. The money set aside by this program will go towards projects such as improving education, building roads, public transportation, criminal justice, health care, and many other areas.

ANNUAL INCREMENT: Every eligible employee with a total of three (3) or more years of service shall receive an annual salary increment equal to $60 times the employee's years of service.

APPROPRIATED FEDERAL FUNDS: Those federal funds listed in the Budget Act as Federal Funds in accordance with Chapter 4, Article II, of the Code of West Virginia. Appropriated Federal Funds are appropriated in Title II, Section 6, of the Budget Act.

APPROPRIATED SPECIAL REVENUE FUNDS: Specific revenue sources that by legislative enactments are not required to be accounted for as General Revenue. Appropriated Special Revenue Funds are appropriated in Title II, Sections 2 and 3, of the Budget Act.

APPROPRIATION: This refers to the category of expenditure as listed in the Budget Act (previously WVFIMS Activity).

BASE BUDGET: The funds provided for the current fiscal year (less onetime or surplus appropriations) to a department to establish a starting point for the current-level in the appropriation request process for the next fiscal year.

BUDGET ACT/BUDGET BILL: The legislation that appropriates the expenditures required to operate state government for each fiscal year.

BUDGET OBJECT: A wvOASIS Chart of Account term referring to both expenditure object codes and revenue sources.

BUREAU: The bureaus for the executive branch of State government which are established by Chapter 5F of the West Virginia Code (e.g., Bureau of Senior Services).

CABINET: A level in the wvOASIS Chart of Accounts, formerly known as a "department" (in WVFIMS), e.g., Department of Administration, Supreme Court of Appeals, Secretary of State.

CAPITAL EXPENDITURE PROJECT: Any major construction, acquisition, or renovation activity that adds value to a government's physical assets or significantly increases the useful life.

COST OF FINANCING: Includes but is not limited to bond counsel, trustee counsel, underwriter counsel, credit enhancements, taxes, accountant fees, financial advisor fees, rating agency fees, debt service reserve, and interest. Does not include payment of principal.

CURRENT LEVEL: The Current Level for FY 2016 is defined as the same funding level as FY 2015, less onetime or surplus appropriations.

DEBT SERVICE: The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

DEPARTMENT: 1) The departments for the executive branch of State government that are established by Chapter 5F of the West Virginia Code (e.g., Department of Administration, Department of Commerce). 2) In wvOASIS Chart of Accounts, the state level of an organization/agency/division, formerly an "organization" in WVFIMS (e.g., Division of Finance, West Virginia Development Office).

DIVISION: Each primary entity in the State Appropriation Request Process that is appropriated in the West Virginia Budget Act is recognized as a division. May also be referred to as an agency. (For wvOASIS entry, this is the former WVFIMS organization.)

EXCESS LOTTERY: Those appropriations in Title II, Section 5, of the Budget Act.

FEDERAL BLOCK GRANTS: Those federal funds listed in the Budget Act for designated accounts, whose funds are appropriated from Federal Block Grants in accordance with Chapter 4, Article II, of the Code of West Virginia. Appropriated Federal Block Grants are appropriated in Title II, Section 7, of the Budget Act.

FEDERAL CATALOG NUMBER: This refers to the "Program Number" listed in the U.S. Government's *Catalog of Federal Domestic Assistance* for the federal program from which funding is being received.

FEDERAL ECONOMIC STIMULUS: See American Recovery and Reinvestment Act of 2009.

FEDERAL FUNDS: Federal funds consist of any financial assistance made to any State department/bureau/division by the United States government, whether a loan, grant, subsidy, augmentation, reimbursement, or any other form of such assistance. For budget purposes, only the direct recipient of federal funds will include them as "Federal." Agencies that receive federal funds from other state agencies will report them as "Special" or "Other" funds.

FEDERAL MATCH: Federal funds received on a formula basis as a supplement to state funds that are being expended. For example, in a 80/20 federal match program, if the State expends $20,000 of its own funds on a project, it will receive a $80,000 match from the federal government to further fund the project.

FISCAL YEAR (FY): The State of West Virginia's fiscal year runs from July 1 to June 30.

FULL-TIME EQUIVALENT POSITION (FTE): A position with a full-time equivalent equal to 1.00 would indicate that the employee works the full work schedule established by the appointing agency, usually 2,080 hours per year. Any employee who works less than full-time would have an FTE of less than 1.00 which would be based on the number of hours worked per year in relation to the total hours required for full-time. Example: A person who works for an agency 20 hours a week, 1,040 hours a year, would have an FTE of 0.50.

GENERAL REVENUE FUND: Shall mean the general operating fund of the State and includes all money received or collected by the State except as provided in Chapter 12, Article II, Section 2, of the Code of West Virginia or as otherwise provided. General Revenue Funds are appropriated in Title II, Section 1, of the Budget Act.

GOALS: Goals are established by the agency. They are issue-oriented statements that declare what an agency intends to do to accomplish its mission.

IMPROVEMENT ABOVE CURRENT LEVEL: To request funds to enhance the level of services provided by an agency above that provided by the FY 2015 Current Level. Funds for new programs and increases to personal services and positions (FTEs) shall be requested through Improvement Levels. All Improvement Levels shall be ranked according to the priorities of the department.

LAND ACQUISITION: Includes the cost of acquiring right-of-way and preparing the site for construction, including demolition.

LOTTERY NET PROFITS: Those appropriations in Title II, Section 4, of the Budget Act. Also commonly referred to as Regular Lottery.

MAINTENANCE OF EFFORT: A requirement stating that a grantee (the State) must maintain a specified level of financial effort in a specific area in order to receive federal funds, and that the federal funds may be used only to supplement, not supplant, the level of grantee funds.

MISSION STATEMENT: The mission statement is developed in accordance with strategic planning principles. It gives the reason for the agency's existence. The mission statement should respond to what is unique about the product/service, who is the intended primary client or target group, and why is the product/service of benefit.

NARRATIVES: The portions of the *Executive Budget* that provide a brief description of all state government agencies, organizing them into three levels: constitution officer, department, or bureau; agency or division; and program. Narratives include missions, operations, goals/objectives, and performance measures.

NEW CONSTRUCTION: Includes costs for construction of roads, bridges, new buildings or facilities (including landscaping), or for the expansion or extension of existing facilities.

OBJECT CODE: Object Codes refer to the detail level of expenditure that make up the items representing the total appropriation. (See "Budget Object.")

OBJECTIVES: Detailed, quantifiable, time-specific statements of activities related to achieving the goals. Objectives are targets for specific agency or program actions.

ONETIME APPROPRIATION: Funds appropriated by the Legislature for a specific purpose not to be funded on a continuing basis.

OPERATIONS: Details the activities and/or functions of the agency. May also include the subdivision or units within an agency and the respective activities.

ORGANIZATION: See the definitions of "Division" and "Department."

OTHER FEDERAL FUNDS: Those federal funds not specifically listed in the Budget Act but appropriated by Title II, Sections 10 and 12, of the Budget Act.

OTHER POSTEMPLOYMENT BENEFITS: Fringe benefits (other than pension benefits) that are provided to retired and former employees.

OTHER SPECIAL REVENUE ACCOUNTS: Those funds made available to the spending agency through collections for specific accounts through fees, assessments, etc. These other funds are not specifically listed in the Budget Act, but are appropriated by Title II, Section 10, of the Budget Act.

PERFORMANCE MEASURES: Performance measures are a tool used by all levels of management, as well as the public, to determine whether a program is accomplishing its mission efficiently and effectively.

PROGRAM: A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible. A unit can be an agency, a section, or a workgroup. Each program has an identifiable service or output and objectives to effectively provide the service.

REAPPROPRIATED FUNDS: Those appropriations remaining at the end of the fiscal year that the Legislature, through specific language in the Budget Act, has authorized to be made available for expenditure in the next fiscal year.

RENOVATION AND REPAIR: Restoration projects to the government's physical assets.

SPENDING UNIT: The department, bureau, division, office, board, commission, agency, or institution to which an appropriation is made.

STATE FUNDS: Nonfederal dollars.

SURPLUS: Surplus general revenue, lottery net profits, and excess lottery revenue funds accrued from fiscal year ending June 30, 2014, and available for appropriation and expenditure during FY 2015.

UNIT: A wvOASIS Chart of Account element representing the lowest level accounting detail.

Acronyms

ADA	Americans with Disabilities Act of 1990
AI	Annual increment
AR	Appropriation Request
ARRA	American Recovery and Reinvestment Act of 2009
BRIM	Board of Risk and Insurance Management
CFDA	Catalog of Federal Domestic Assistance
DHHR	Department of Health and Human Resources
EPICS	Employees Payroll Information Control System
ERP	Enterprise resource planning
ES	Expenditure Schedule
EST	Estimate
FFY	Federal Fiscal Year
FIMS	(WVFIMS) - Financial Information Management System
FTE	Full-time Equivalent
FY	Fiscal Year (State Fiscal Year)
GAAP	Generally Accepted Accounting Principles
HUD	U.S. Housing and Urban Development
MOE	Maintenance of Effort
OASIS	(wvOASIS) - Our Advanced Solution with Integrated Systems
OPEB	Other Postemployment Benefits
ORG	Organization
OSHA	Occupational Safety and Health Administration (federal)
PDF	Portable Document Format
PEIA	Public Employees Insurance Agency
PERS	Public Employees Retirement System
PIMS	Position Information Management System
PM	Performance Measure
REQ	Request
SBFS	Salary Benefit Forecasting System (in the Budget Development Module in wvOASIS)
TDC	Teachers' Defined Contribution Retirement System
TIAA-CREF	Teachers Insurance and Annuity Association - College Retirement Equities Fund
TRS	Teachers' Retirement System
URL	Universal Resource Locator (Internet address)
WV	West Virginia
WVFIMS	West Virginia Financial Information Management System
wvOASIS	Our Advanced Solution with Integrated Systems